

## Council of Senior Student Affairs Officers

Friday, April 21, 2017, 9:00 am – 3:00 pm

Maui College - Laulima 214

Google Hangout available from 9:00 am – 12:30 pm

### Agenda

Attendance: Dorinna Manuel-Cortez (Hawaii) via Google Hangout, Farrah-Marie Gomes (Hilo), Lara Sugimoto (Honolulu CC), Brenda Ivelisse (Kapi'olani), Isaiah Kaauwai (Kauai), Curtis Washburn (Leeward), Lori Ideta (Manoa), Debra Nakama (Maui), Amy Rozek (Windward), Judy Oliveira (West Oahu), Hae Okimoto (System), and Sherry Proper (System Financial Aid) via Google Hangout.

1. Update: Admissions & Registrar's Topics – Dorinna  
Dorinna reported that the Registrar's group has not met since the last CSSAO meeting, so nothing to report.
2. Update: Financial Aid Topics – Sherry Proper  
Sherry provided updates from the System FA office. Jami Kurtz was hired into the second APT B position and started on April 5th. Her main responsibility will be management of the systemwide common scholarship application system and assisting with financial aid and scholarship reporting. The final position slated for the System FA office (APT A) is now advertised with a closing date of May 1st. A memo from VP Young approving the final administrative cost allowance distribution for this year will be sent early next week. The next systemwide financial aid officers meeting will be a two-day meeting on May 15-16, with systemwide topics on Monday and centralization agenda topics on Tuesday. At the upcoming May joint CCAO/CSSAO meeting, Sherry would like to provide updates on some of the larger projects the System FA office has been working on, specifically, a monthly reconciliation best practice document, stipend clarification information, and the consumer information & disclosure project. The CSSAO group discussed the status and implications of the IRS data retrieval tool (DRT) being down until fall. We are hoping that the Federal Student Aid (FSA) office will allow the use of tax returns for verification in lieu of the IRS DRT [and they will per their web site which was updated after the meeting]. Also, a discussion about the new gainful employment (GE) notification led to the question of whether the completion of an admissions application by a prospective student constituted "a financial commitment" to the institution under the GE disclosure rules. Sherry will ask FSA for guidance on the matter and report back to the group.

3. Update: Enrollment Management - Farrah & Sherry Proper  
The committee is finalizing the action plan document of the plan that was presented to the Board of Regents' Committee on Academic and Student Affairs on March 8, 2017.
4. Discussion: Student Employment Policy A.9880 – Lori  
Lori reported that the student employment office is currently in consultation with the UH Legal Affairs/University General Counsel office.
5. Update: AVPSA search – Farrah  
Names were submitted to VP Risa Dickson and awaiting decision/discussion with President Lassner.
6. Update: UHCC Student Success Council – Brenda  
Brenda shared that Cathy Bio meets regularly with the CCAO group and would like the opportunity to meet with the student affairs group. The group decided that it would be most appropriate at the joint community college CCAO/CSSAO meetings.
- 7a. Academic Suspension or Dismissal (and perhaps UAP in general) – Curtis  
Curtis shared his research on what each campus catalog states about this topic and it does not seem to be consistent across the system. While it would be better to be consistent, is there a need? It was decided that it should be discussed at the upcoming joint CCAO/CSSAO meeting on May 31.
- 7b. Systemwide Student Disciplinary Sanctions - Hae (EP 7.205)  
Process was discussed and decided upon. When a campus submits a request for systemwide sanction, AVPSA will notify CSSAO members of the pending investigation and immediately place a SD hold on the student on ALL campuses to prevent admissions and registration. Upon conclusion of the investigation, all CSSAO members will be notified and appropriate hold placed on the student's record. This will not override any campus decision.
8. Document Imaging – Hae  
Hae reported that ITS is signing the contract. Medical Health Clearances will be the first priority. The server for this will be set up and maintained by ITS. Campuses will be provided instructions on scan, store, retrieve processes. Lori explained the need for this as the GOAMEDI screen in Banner does not sufficiently detail the required health clearance results.
9. Self Reported info into Banner – Amy  
Currently, community college students who self report math and English courses and scores must be manually entered into SOATEST, which increases transcription errors. It is requested of Banner to provide a drop down menu option. Hae will research with Banner team.

10. Banner Related - Hae
  - a. Accuplacer – scores can be uploaded to Banner by campuses
  - b. Purge – will be finalized at the May 31 meeting
  - c. TB/MMR Clearance – Lori (see item 8 above)
  - d. Banner Outage Calendar (shared)
  - e. Class Availability - when to publish – Brenda – to be discussed at the May 31 meeting.
  
10. Update from the UH Working Group to Support Immigrant Students – Hae & Brenda  
Committee has met, and UHM group presented a training of which Brenda participated. The focus for the upcoming year will be on training, especially the front line staff. Brenda will take lead in working with this group.
  
11. New Transcript Evaluation tool - Curtis  
<https://tes.collegesource.com/> was demonstrated and next step is to explore pricing and uploading current information to the system. An additional question would be the possibility of student access, as they currently have access to <https://www.hawaii.edu/transferdatabase/>
  
12. EP 5.209 – Susan Nishida  
Document was shared with group – questions are to be directed to Susan as she was not able to join the group.
  
13. Agenda Items for Joint CCAO/CCSAO meeting on 5/31/2017, 9am-3pm
  - a. Purge
  - b. Common Academic Calendar
  - c. Centralized Financial Aid Updates
  - d. No Show Policy
  - e. Transcript Evaluation Database
  - f. Class Availability
  - g. New SAT scores for college readiness
  
14. Meeting dates for 2017-18 Academic Year (9 am – 3 pm unless indicated)  
6/23/17 – UHWO  
7/14/17 – HonCC (9 am – 1 pm)  
8/11/17 – WCC  
9/15/17 – LCC  
10/20/17 – KauCC  
11/17/17 – HawCC  
12/15/17 – Joint meeting with CCAO at UHM  
1/19/18 – MC  
2/16/18 – UHH  
3/16/18 – KapCC  
4/20/18 – UHM  
5/18/18 – Joint meeting with CCAO at UHM